

DEPARTMENT OF TRANSPORTATION

Note: The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the work unit (division, district, or residency) that issued or has custody of the document. VDOT recently completed a reorganization to establish clearer lines of authority, responsibility, and accountability with better alignment of related functions. The reorganization includes new organizational units designed to meet the changing needs and conditions of the 21st century. The documents listed below have been, or will be, updated to reflect new titles, divisions, and responsibilities as necessary.

Asset Management Division — Administration

Note: The former Maintenance Division was divided into the Asset Management and Security Management Divisions. Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 4 p.m. in the VDOT's Asset Management Division, located at 1221 East Broad Street, 4th Floor, Richmond, VA 23219. Up to five copies of any document or a combination of documents may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-2849 or FAX (804) 786-7987. Six or more copies may be received at a cost of 15 cents per page; checks are to be made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Quintin D. Elliott, Asset Management Division Administrator, VDOT, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-2847, FAX (804) 225-4979 or e-mail the following address:

Quintin.Elliott@VirginiaDOT.org

Truck Weigh operations have been transferred to the Department of Motor Vehicles. Contact the Department of Motor Vehicles for guidance documents referring to this subject.

Guidance Documents:

Abandoned Vehicles, 1991 Maintenance Guidelines Manual, Section 3.260 (2 pages); § 46.2-1210

Bridge Impediments, 1991 Maintenance Guidelines Manual, Section 12.501 (1 page); § 33.1-207; 24 VAC 30-20-90

Contracts, Maintenance Policy Manual 4-1 (1 page), January 1994; "Maintenance Funded Contracts" Memorandum CD-93-2/M-300-93 (1 page), February 16, 1993; "Hired Equipment Funded From Maintenance Allocations" Memorandum (2 pages), February 15, 1993; "Hired Equipment" Memorandum (10 pages), May 29, 1990; "Extra Contract Work" Memorandum CD-97-15 (8 pages), September 17, 1997; Chapter 7, Title 11, of the Code of Virginia

Driveways of Volunteer Fire Departments and Rescue Squads, 1991 Maintenance Guidelines Manual, Section 11.207 (2 Pages); § 33.1-200.1

Dump Creating Fire Hazard to Public Bridges, 1991 Maintenance Guidelines Manual, Section

9.126 (1 page); § 33.1-347

Entrances, Maintenance Policy Manual 6-1 (1 page), January 1994; 1991 Maintenance Guidelines Manual, Sections 7.202 (3 pages) and 7.450 (1 page); §§ 33.1-197 through 199

Ferries, Bridges, and Turnpikes, Maintenance Policy Manual 18-1 (3 pages) and 19-1 (2 pages), January 1994; §§ 33.1-268 and 33.1-252

Hauling Permits, Maintenance Policy Manual 8-1 (1 page), January 1994; §§ 33.1-12 (3), 46.2-652, 46.2-653, 46.2-1139 through 46.2-1149; 24 VAC 30-20-30 and 24 VAC 30-20-40

Inmate Labor, Maintenance Policy Manual 10-1 (1 page), January 1994; 1991 Maintenance Guidelines Manual, Chapter 13 (12 pages); §§ 53.1-56, 53.1-57, and 53.1-58

Land Use Permits, Maintenance Policy Manual 11-1 (1 page), January 1994; § 33.1-12; 24 VAC 30-20-20 through 24 VAC 30-20-80; 24 VAC 30-20-130

Litter and Debris, 1991 Maintenance Guidelines Manual Sections 9.122 (2 pages), 9.123 (1 page); "Disposal of Animals Killed on Rights-of-Way" Memorandum (1 page), November 29, 1990; §§ 10.1-1424, 18.2-323, 18.2-324, and 33.1-346

Newspaper Boxes, 1991 Maintenance Guidelines Manual, Section 3.242 (1 page); § 33.1-206 and 24 VAC 30-20-110

Pesticide Use, 1991 Maintenance Guidelines Manual, Section 8.360 (5 pages); Virginia Pesticide Control Act, Title 3.1, Chapter 14.1, Articles 1 and 2 of the Code of Virginia

Posted Roads and Bridges, Maintenance Policy Manual 19-1 (2 pages), January 1994; 1991 Maintenance Guidelines Manual, Sections 3.400 (5 pages) and 12.100 (1 page); "Instructions for Posted Bridge Signs" Memorandum M-272-90 (6 pages), March 15, 1990; § 46.2-1104

Railroad Grade Crossings, 1991 Maintenance Guidelines Manual, Sections 3.511 (1 page) and 3.522 (2 pages); §§ 56-405 and 56-406.2

Railroads, Maintenance Division Policy Manual 13-1 (1 page), January 1994, §§ 56-405 and 56-406.2; 24 VAC 30-20-130

Rest Areas and Waysides, Maintenance Policy Manual 18-1 (3 pages), January 1994; 1991 Maintenance Guidelines Manual, Section 9.200 (3 pages); "Rest Area Identification Signing" Memorandum M-290-91 (2 pages), August 29, 1991; "Rest Area Women's Restrooms" Memorandum M-277-90 (1 page), June 27, 1990; §§ 33.1-12(3) and 33.1-218; 24 VAC 30-20-140 and 24 VAC 30-50-10

Roads in State Institutions, 1991 Maintenance Guidelines Manual, Section 3.631 (2 pages); § 33.1-33

Sale of Materials, Rental of Equipment and Performance of Work for State Agencies, Local Governmental Units and Federal Agencies, Maintenance Policy Manual 12-1 (2 pages), January 1994; 1991 Maintenance Procedures Manual, Section 3.300 (3 pages); "Disposal of Material" Memorandum M-293-92 (1 page), February 13, 1992; §§ 33.1-195, 5.1-49, and 5.1-50

School Zone Signs, 1991 Maintenance Guidelines Manual, Section 10.135 (1 page); § 46.2-873

Sledding Play Areas Designated by Local Governments, 1991 Maintenance Guidelines Manual, Section 11.213 (1 page); § 46.2-1302

Snow Emergency Routes, 1991 Maintenance Guidelines Manual, Section 11.211 (1 page); § 46.2-1302

Speed Limits, 1991 Maintenance Guidelines Manual, Section 14.101 (1 page); § 46.2-878

Unauthorized Signs/Advertising, 1991 Maintenance Guidelines Manual, Sections 3.210 (2

pages) and 3.215 (2 pages); § 33.1-373

Construction Management and Scheduling & Contract Development Divisions

Note: The Construction Division has been reorganized into separate Construction Management and Scheduling & Contract Development Divisions. Assignment of specific responsibility for the documents listed below has not been completed. Pending completion of this task, copies of the following documents may be viewed during regular work days from 8:15 until 4:30 p.m. in the office of the Virginia Department of Transportation's Construction Management Division, 1401 East Broad St., 12th Floor, Richmond, VA 23219. Copies may be obtained either free of charge, or at the specified cost by contacting the Construction Management Division Administrator at the same address, telephone (804) 786-2907 or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the Construction Management Division Administrator at the same address, telephone, and FAX numbers given above.

The documents below are issued pursuant to § 33.1-13 of the Code of Virginia. The Post Construction Manual and the Instructional Memoranda are available at the following Internet address:

www.virginiadot.org/business/const

Guidance Documents:

VDOT Construction and Maintenance Claims Manual, issued 1992, no charge
VDOT Emergency Contract Manual, issued May 2000, no charge
VDOT Post Construction Manual (Imperial and Metric), revised 1997, no charge
VDOT Construction Manual, issued 1996, \$11
VDOT Construction Phase Inspection Manual, revised November 2001, no charge
VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge
VDOT Construction Division Memoranda, issued 1994 - 2001, \$0.15 per page.

These documents are generally two pages or less in length, and pertain to construction activities such as documentation requirements, design guidelines, specification interpretation, and contractual issues. Memoranda are revised, rescinded, or issued throughout the year, generally every two or three months. For copies, contact the Construction Management Division Administrator at the address and phone number shown above.

Financial Planning Division

Note: The former Financial Planning & Debt Management Division was divided into the Financial Planning and Innovative Finance & Revenue Operations Divisions. Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Financial Planning Division, located on the 4th Floor of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may

be obtained free of charge at the same address or via telephone @ (804) 786-6065 or FAX (804) 786-2564.

Questions regarding interpretation or implementation of the VDOT Annual Budget and Supplement may be directed to John W. Lawson, Director of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564 or e-mail the following address:

john.lawson@viriniadot.org

Guidance Document:

Virginia Department of Transportation Fiscal Year 2002 Annual Budget, (updated annually at the end of the fiscal year as required by the Code of Virginia), § 33.1-12(9). This item may also be viewed at the VDOT Web site @ the following address:

http://www.viriniadot.org/infoservice/resources/CTB-SYP-AnnualBudget_02-03.pdf

Innovative Finance & Revenue Operations Division

Note: The former Financial Planning & Debt Management Division was divided into the Financial Planning and Innovative Finance & Revenue Operations Divisions. The Commonwealth of Virginia Public-Private Transportation Act of 1995 (PPTA) Guidelines, dated April 4, 2001, issued pursuant to § 56-556 of the Code of Virginia, are currently undergoing revision. Questions about the PPTA should be referred to Brenda M. Madison at the following phone number: (804) 786-6083. The e-mail address is:

Brenda.Madison@VirginiaDOT.org

Local Assistance Division

Note: The former Secondary Roads and Urban Divisions combined some functions of the former Programming & Scheduling Division to become the Local Assistance Division. Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting W.R. Dandridge, Transportation Engineer Senior, at the same address, telephone (804) 786-2745 (or Hugh W. Adams, Transportation Engineering Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603.

Guidance Document:

Guide For The Industrial Access Program, revised April 2002, § 33.1-221; 24 VAC 30-270-10 et seq. (Industrial Access Policy)

(former Programming & Scheduling Division entry)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 4th Floor, 1401 E. Broad St., Richmond, VA 23219. For more information on this program or to obtain a copy of the application packet, please contact our Transportation Enhancement Program Staff, at 1-800-444-7832. In the Richmond area, please call (804) 786-2872 or 786-2264, or FAX: (804) 786-2603. E-mails may be directed to:

Robert.Terrell@VirginiaDOT.org
H.Chenault@VirginiaDOT.org
Pamela.Liston@VirginiaDOT.org
Cynthia.Clark@VirginiaDOT.org

Guidance Document:

Transportation Enhancement Program Guidelines, issued 2002, § 33.1-12(9) and (11)

(Former Urban Division entry)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, 4th Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-2585 or FAX (804) 371-0847.

Questions regarding interpretation or implementation of this document may be directed to the Assistant Division Administrator at the same address, telephone number, and FAX number given above.

Guidance Document:

Urban Division Manual, May 2001; 24 VAC 30-320-10 (Urban Street Payment Program), 24 VAC 30-330-10 (Urban Construction Program)

Location and Design Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Public Involvement Section, located in Room 713 of the VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Patsy Napier at the same location and mailing address, telephone (804) 786-2566 or FAX (804) 786-9311. Questions regarding interpretation or implementation of this document may be directed to Patsy Napier.

Guidance Document:

VDOT Public Involvement Policy and Procedure Manual, issued 1999, Section 33.1-18, Code of Virginia, no charge.

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Location and Design Division, Engineering Services Section, located in Room 603 of the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting the Engineering Services Section Manager at the same location and mailing address, telephone (804) 786-2543 or FAX (804) 225-3686. Questions regarding interpretation or implementation of this document may be directed to the Engineering Services Section Manager.

Guidance Document:

Instructional and Informational Memorandum LD-55, Curb Ramps for Persons with Mobility Impairments, issued January 26, 2001, § 15.2-2021, no charge

Management Services Division

Note: The former Quality Assurance and Strategic Management Division was renamed the Management Services Division. Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Management Services Division, Room 712, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Management Services Division Administrator at the same address, telephone (804) 786-7712 or FAX (804) 371-0074.

Questions regarding interpretation or implementation of this document may be directed to the Management Services Division Administrator.

Guidance Document:

VDOT Value Engineering Program Administration Manual, revised 2/21/2002, § 33.1-190, Code of Virginia, no charge.

Mobility Management Division

Note: The former Traffic Engineering Division has been renamed the Mobility Management Division. Copies of the Mobility Management Memoranda (1966-2002), issued pursuant to authority set forth in §§ 33.1-12 (3) and (5), and which deal with traffic signs, signals, and control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. in Room 1308A of the Virginia Department of Transportation's Mobility Management Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Mr. Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983.

Guidance Documents:

Mobility Management Division Memoranda, issued 1966 – 2002, §§ 33.1-12(3) and (5); 24 VAC 30-520-10 et seq. (Classifying, Designating and Marking State Highways)

Questions regarding interpretation or implementation of these documents may be directed to the Mobility Management Division Administrator, 2nd Floor, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Transportation & Mobility Planning Division

Note: the former Transportation Planning Division has been renamed the Transportation & Mobility Planning Division. Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Transportation & Mobility Planning Division Administrator, 1st Floor, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Kenneth E. Lantz, Jr., at the same address, telephone (804) 786-2964 or FAX (804) 225-4785; however, the copying charges are significant due to the document being out of print.

Questions regarding interpretation or implementation of these documents may be directed to Kenneth E. Lantz, Jr., Transportation & Mobility Planning Division Administrator, at the same address, telephone, and FAX number given above.

Guidance Document:

1989 State Highway Needs Assessment, (separate volume for each district - Bristol, Culpeper, Fredericksburg, Lynchburg, Northern Virginia, Richmond, Salem, Staunton, Suffolk (now Hampton Roads)), § 33.1-23.03

Programming Division

Note: the former Programming and Scheduling Division has been renamed the Programming Division. Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Programming Division, Room 404, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Program (SYP) may also be viewed on the Internet at www.VirginiaDOT.org - access the " Six-Year Program" link.

Questions regarding interpretation or implementation of these documents may be directed to the Programming Division Administrator at (804) 786-2587, FAX (804) 371-0847.

Guidance Document:

Virginia Transportation Six Year Program, implemented July 1, 2002, § 33.1-12(9)

Office of Public Affairs

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Public Affairs, located in the VDOT Hospital Building, 2nd Floor, 1201 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 786-5595, FAX (804) 786-5323 or e-mail the following address:

bryan.kelley@VirginiaDOT.org

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

Guidance Documents:

Interagency (State Transportation) Map Committee Policy, revised February 1993, § 33.1-36, no charge

Statement on the Use of VDOT County Map Series Digital Files, August 2001, § 33.1-84, no charge

Right of Way and Utilities Division

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting the State Utilities Engineer, at the same address, telephone (804) 786-2979 or FAX (804) 786-1706.

Questions regarding interpretation or implementation of this document may be directed to the State Utilities Engineer.

Guidance Document:

Utility Relocation Policies and Procedures Manual, Volume II, revised May 1996, 24 VAC 30-210-10 (Policy on Placing Utilities Underground)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way and Utilities Division, located in the VDOT Annex Building, 5th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excessive copies by contacting B. D. Fulwider, Relocation Program Manager, at the same address, telephone (804) 786-4366 or FAX (804) 786-1706.

Guidance Document:

Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, 24 VAC 30-41-10 et seq. (Rules and Regulations Governing Relocation Assistance)

Security & Emergency Management Division — Transportation Emergency Operations Center

Note: Functions from the former Administrative Services and Maintenance Divisions were combined to form the Security & Emergency Management Division. Copies of the following documents may be viewed at the Emergency Operations Center (EOC) within VDOT's Security Management Division, located at 1221 East Broad Street, 4th Floor South Wing, Richmond, VA 23219. The EOC is staffed on a 24-hour basis, so arrangements may be made to view the documents as needed. Any document or a combination of documents may be obtained free of charge by contacting the Emergency Operations Center at the same address, telephone (804) 786-2848, FAX (804) 225-4979, or e-mail to:

Perry.Cogburn.@VirginiaDOT.org

Questions regarding interpretation or implementation of these documents may be directed to Perry Cogburn at the same addresses, telephone, and fax number shown above.

The following documents are related to Title 44 (Military and Emergency Laws) of the Code of Virginia: Chapters 3.2 (Emergency Services and Disaster Law), 3.3 (Transportation of Hazardous Radioactive Materials), 3.4 (Funding for State and Local Government Radiological Emergency Preparedness), and 3.5 (Virginia Hazardous Materials Emergency Response Program).

Guidance Documents:

Volume 7 (Transportation) of the Commonwealth of Virginia Emergency Operations Plan, September 1997 (a seven-volume set of plans promulgated by Executive Order # 73 (97), and published under the auspices of the Virginia Department of Emergency Management)

VDOT Hurricane Guidance Manual, March 1997

Structure & Bridge Division

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Structure & Bridge Division, located in the VDOT Annex Building, 10th Floor, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge by contacting, Lisa Bodette at the same address, telephone (804) 786-2637 or FAX (804) 786-2988.

Questions regarding interpretation or implementation of this document may be directed to W. F. (Fred) Dotson, at the same address given above, telephone (804) 786-2853 or FAX (804) 786-

2988.

Guidance Document:

Structure & Bridge Division Instructional and Informational Memorandum 02-27.5, Bridge Safety Inspections, issued 2002, § 33.1-12

Transportation Research Council

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Transportation Research Council, 530 Edgemont Drive, Charlottesville, VA 22903. Copies may be obtained free of charge by contacting the Virginia Transportation Research Council Librarian at the same address, telephone (804) 293-1959 or FAX (804) 293-1990. Copies may also be obtained by submitting a request via electronic mail to imc6s@virginia.edu. The document is accessible through VDOT's Internet website at the following address:

http://www.virginiadot.org/vtrc/main/online_reports/02-tar8.pdf

Questions regarding interpretation or implementation of this document may be directed to the Research Director, Virginia Council, Transportation Research Council, 530 Edgemont Drive, Charlottesville VA 22903, telephone (804) 293-1938 or FAX (804) 293-1990.

Guidance Document:

Intellectual Property Handbook, Third Edition, issued March 2002, § 2.1-20.1:1, no charge

Districts:

Staunton District

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, Staunton District Office, Rte. 11 Bypass/Commerce Rd., Staunton, VA 24401. Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120 or FAX (540) 332-9267.

Questions regarding interpretation or implementation of this document may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

Guidance Document:

VDOT General Notes and Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000, 24 VAC 30-90-10 et seq. (Subdivision Street Requirements)

Residencies:**Sandston Residency**

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the Sandston Residency office of the Virginia Department of Transportation, 6000 Elko Tract Road, Sandston, Virginia 23150. Single copies may be obtained free of charge by contacting the Resident Engineer at P.O. Box 219, Sandston, VA 23150, telephone (804) 328-3044 or FAX (804) 328-3041.

Questions regarding interpretation or implementation of this document may be directed to the Resident Engineer, at the same address, telephone, and FAX numbers given above.

Guidance Document:

Board of Supervisors Reference Manual, revised February 6, 2000, § 33.1-70.01